WITS Crisis Module

How to Enter a CRISIS Evaluation

1. Upon Login, be sure to choose the correct agency. The agency name will include the Region # and MCERT (i.e, Region 1-MCERT).
2. Client List – Search for Client
   - **Search Tip**: Search for minimal information. For example, search for first name or last name or date of birth. If doing multiple searches, be sure to hit **Clear** at the bottom of the search to clear the search fields prior to entering your next search.
     Note: Click search to get a list of all Clients

3. Hover over the ellipse to the right of the Client once found and choose **Activity List**

4. If the **Crisis Evaluation is listed** in the Activity List, hover over the ellipse next to the Evaluation and click Review.
   If the **Crisis Evaluation is NOT listed** in the Activity List, hover over the ellipse next to the Program Enrollment and click **Review**. Go to the bottom of the Program Enrollment screen and chose **Crisis Evaluation** located in the blue **Administrative Options** box.
   IF YOU DO NOT SEE A CRISIS EVALUATION SCREEN FOR THE DATE YOU ARE ENTERING AND ALSO DO NOT SEE A PROGRAM ENROLLMENT FOR THE DATE YOU ARE ENTERING – **DO NOT TRY TO ENTER YOUR EVALUATION. DO NOT TRY TO CREATE AN ENROLLMENT FROM THE ACTIVITY LIST**. Since you are not seeing your Client with the proper entry, the Client Contact needs to be completed by the call taker. Please contact the call taker and request that the Client's Contact entry be completed. Once the Client's Contact entry is complete, you should see the Crisis evaluation or the Program enrollment and can enter your evaluation.

5. Complete (at a minimum) all fields with orange indicators on the screen, click **Save and Finish.**
   ***Note that the Evaluation Date/Time is the time that you arrived at the Client's location.**

6. Once saved, you should receive a question **Do you want to close the Program Enrollment?** Click yes, and the Program Enrollment screen will display. Enter the Date of Last Contact, **Save and Finish**. This completes the Crisis Evaluation entry.

7. **If you DO NOT receive the message to close the Program Enrollment**, the system will take you to the Client's Activity List and the Crisis Evaluation status should be "In Progress (**Details)**". Click the **Details** (blue on the screen) to see what's missing on the entry. To edit the Crisis Evaluation entry, click the ellipse on the right-hand side of the screen next to Crisis Evaluation and choose **Review**. Complete the missing fields, **Save and Finish**. If you **do not** receive the question to close the Program Enrollment, repeat this step until all required fields are completed on the Crisis Evaluation.